Army Regulation 25–59

Information Management: Records Management

Office Symbols

Headquarters
Department of the Army
Washington, DC
7 December 2004

UNCLASSIFIED

SUMMARY of CHANGE

AR 25–59
Office Symbols

This new Department of the Army regulation, dated 7 December 2004--

o Assigns approval authority to the Records Management and Declassification
   Agency to approve basic office symbols for the Army Secretariat, the Army
   Staff, and associated staff support agencies, field operating agencies,
   direct reporting units, and major commands (para 1-6a).

o Prescribes policy for the use and construction of office symbols throughout
   the Department of the Army.

Information Management: Records Management

Office Symbols

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:

Sandra R. Riley

SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

otherwise stated. This regulation is not applicable during mobilization.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The Deputy Chief of Staff, G–1 has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The Deputy Chief of Staff, G–1 may delegate the approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their high headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process.

This regulation does not contain management control provisions.

Contents (Listed by paragraph and page number)

Glossary

1. Purpose
This regulation—

a. Prescribes policy for the use and construction of office symbols throughout the Department of the Army.

b. Establishes a requirement that all Department of the Army office symbols be maintained on an Army-approved worldwide Web site. This Web site is located on the RMDA Web site at https://www2.arims.army.mil/aao.

2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms
Abbreviations and terms used in this regulation are explained in the glossary.

4. Responsibilities

a. The Deputy Chief of Staff, G–1 (DCS, G–1) will prescribe policy, procedures, and implementing instructions on the use and construction of office symbols.

b. The Administrative Assistant to the Secretary of the Army (AASA), Resource Management, Management and Manpower Division, will review, analyze, and amend as necessary proposed office symbols for the Army Secretariat, the Army Staff (ARSTAF), and associated staff support agencies (SSAs), field operating agencies (FOAs), and direct reporting units (DRUs) prior to forwarding to the Records Management and Declassification Agency (RMDA) for approval.

c. Heads of the ARSTAF will—

(1) Develop office symbols following the guidance in this regulation and submit to the AASA, Resource Management Directorate, Management and Manpower Division, for review.

(2) Ensure all office symbols on the U.S. Army Addresses and Office Symbols Online database, on the RMDA Web site, are accurate and current.

d. Commanders of major commands (MACOMs) will—

(1) Develop office symbols for their command and subordinates following the guidelines in this regulation.

(2) Forward proposed MACOM office symbols to RMDA for approval.

(3) Approve proposed office symbols for subordinate installations and activities.

(4) Ensure all approved office symbols assigned to associated subordinate units are added to the U.S. Army Addresses and Office Symbols Online database on the RMDA Web site.

e. Records managers at installations, subordinate activities, and units will—

(1) Develop office symbols for their installation and subordinate units following the guidelines in this regulation.

(2) Forward proposed office symbols to higher headquarters for approval.

(3) Ensure all approved office symbols assigned to their subordinates are added to the U.S. Army Addresses and Office Symbols Online database on the RMDA Web site.

f. The Director, Records Management and Declassification Agency will—

(1) Supervise and manage the office symbol program for the Department of the Army.

(2) Approve proposed office symbols for the Army Secretariat, the ARSTAF, and associated SSAs, FOAs, DRUs, and MACOMs.

(3) Review and approve/disapprove requests for new or modified office symbols.

(4) Establish and maintain the Army's official Web site for office symbols.

5. Use of office symbols
Office symbols are used to—

a. Identify the originators of correspondence and electronically transmitted messages within the Department of the Army.

b. Denote the placement of an organization within the Army structure for historical and records purposes.

6. Policy

a. The basic office symbol for the Army Secretariat, the ARSTAF, and associated SSAs, FOAs, DRUs, and MACOMs will be approved by RMDA.

b. Office symbols for the Army Secretariat, the ARSTAF, and associated SSAs, FOAs, and DRUs will be submitted through the AASA, Resource Management Directorate, Management and Manpower Division, for review prior to forwarding to the RMDA for approval.

c. Headquarters, Department of the Army (HQDA) office symbols will be constructed per paragraph 7.

d. Office symbols can be used as a part of official mailing addresses as prescribed in paragraph 9.

e. Changes to office symbols will be kept to a minimum. Office symbols will be added or deleted when—

(1) New organizational elements are created.

(2) Existing organizational elements are terminated.

(3) Organizational elements are divided or merged.

(4) Major organizational names change.

7. Construction of HQDA office symbols

a. HQDA and office symbols will contain no more than nine letters. Hyphens are placed between the fourth and fifth and the seventh and eighth letters (for example, XXXX–XXX–XX).

b. Characters other than letters of the alphabet will not be used in office symbols.

c. The office symbol is constructed in the sequence discussed in 7*c*(1) through (7). Table 1 shows the sequential construction of sample office symbols.

(1) The first two letters of an HQDA office symbol indicate the organization's primary command. "SA" is reserved for the Office of the Secretary of the Army (OSA) or an OSA activity, and "DA" is reserved for other HQDA staff elements. Office symbols of HQDA SSAs, FOAs, and DRUs will begin with the last two letters representing their parent staff agency (for example, in SA**SA** or DA**CS**.)

(2) The third and fourth letters of the symbol represent the principal official in the OSA or OSA activity, an ARSTAF agency, or an SSA, FOA, or DRU (for example, in DAPE, "PE" represents personnel; in DALO, "LO" represents logistics).

(3) The fifth and sixth letters represent a directorate, a comparable element, or the next organizational element below agency level. The fifth and sixth letters can also represent a certain official in the immediate office of the agency head (XXXX–**XO**).

(4) The seventh letter represents a staff division, a comparable element, or the next lower organizational element.

(5) The eighth letter represents a staff branch, comparable element, or the next lower organizational element if there is no branch or comparable organizational element. The ninth letter represents a section, group, team, or an individual action officer.

(6) The letter "Z" is used in the fifth or seventh position only for the immediate office of the head of an agency, the director of a directorate, or the commander of a field operating or staff support agency. The letter "Z" is normally used with letters "A" through "W" to represent the officials (such as deputies and assistant deputies) in the immediate office of the activity head (XXXX–**Z**A or XXXX–PE**Z**).

(7) The letter "X" is used in the sixth or eighth position only for the executive, executive officer, or executive assistant of the agency or activity (XXXX–Z**X** or XXXX–PEZ–**X**).

d. A listing of commonly used letter designators is shown in table 2.

e. Exceptions to the HQDA construction method may be granted for HQDA SSAs and FOAs located in the national capital region.

8. Construction of command office symbols

Proposed office symbols for MACOMs will be constructed using the HQDA construction method in paragraph 7 for forwarding to RMDA. MACOM office symbols will contain no more than nine letters. Subordinate installations and activities will contain no more than ten letters. The tenth letter will identify a staff section or comparable element—that is, XXXX–XXX–XXX.

9. Use of office symbols in addresses

An office symbol can be placed in parentheses after the office name when addressing correspondence and/or official mail. Correspondence procedures prescribed by AR 25–50, including the placement and positioning of addresses on correspondence and mail, apply to addresses using office symbols. For correspondence and mail within the Department of the Army—

a. The first line of an official mailing address will be the name of the office that is to receive the item. If desired, an office symbol can be placed in parentheses after the office name (for example, Records Management Division (AHRC–PDD–RP) (see AR 25–50, chap 5).

b. The second line will show the name of the activity to which the correspondence or mail is addressed (for example, U.S. Army Forces Command).

c. The third line will consist of either a street address or post office box number. It can also include a suite number, building, floor, unit, room, department, and so on.

d. The fourth line will consist of the city, state, and ZIP+4 address specified by the U.S. Postal Service for a physical location.

Table 1.
Example of sequential construction of office symbols

HQDA	Agency	Directorate	Division	Branch	Office symbols
DA	DCS, G–1	Plans, Resources & Operations Directorate	Plans & Integration Division	Combat Arms Branch	DA
	PE				DAPE
		–PR			DAPE–PR
			P		DAPE–PRP
				–CA	DAPE–PRP–CA
PE	DCS, G–1	Personnel Management Directorate	Resource Management Directorate	Manpower Management Branch	PE
	CP				PECP
		–MP			PECP–MP
			R		PECP–MPR
				–MM	PECP–MRP–MM

Table 2.
Commonly used letter designators

Office or position	Letter designator
Commander, Commanding General	XXCG–
Deputy Commander, Deputy Commanding General	XXDC–
Command Sergeant Major	XXSM–
Chief of Staff	XXCS–
Secretary of the General Staff	XXSG–
Public Affairs	XXPA–
Inspector General	XXIG–
Chaplain	XXCH–
Judge Advocate	XXJA–
Military History	XXMH–
Provost Marshal	XXPM–
Surgeon	XXMD–
Adjutant General	XXAG–
Deputy Chief of Staff, G–1	XXPE–
Deputy Chief of Staff, G–2	XXIN–
Deputy Chief of Staff, G–4	XXLG–
Deputy Chief of Staff, G–3	XXOP–
Engineer	XXEN–
Command Counsel	XXCC–
Information Management	XXIM–
Resource Management	XXRM–
Army Reserve	XXAR–
Public Works	XXPW–

Appendix A
References

Section I
Required Publications

This section contains no entries.

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication.

AR 25–1

Army Knowledge Management and Information Technology Management

AR 25–50

Preparing and Managing Correspondence

AR 25–51

Official Mail and Distribution Management

DA Pam 25–50

Compilation of Army Addresses

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

This section contains no entries.

Glossary

Section I
Abbreviations

AASA
Administrative Assistant to the Secretary of the Army

ARSTAF
Army Staff

DA
Department of the Army

DCS, G–1
Deputy Chief of Staff, G–1

DRU
direct reporting unit

FOA
field operating agency

HQDA
Headquarters, Department of the Army

MACOM
major command

OSA
Office of the Secretary of the Army

PAM
pamphlet

RMDA
Records Management and Declassification Agency

SSA
staff support agency

Section II
Terms
This section contains no entries.

Section III
Special Abbreviations and Terms
This section contains no entries.